



# MUSTANG EDUCATION CENTER

*Empowering Today to Achieve a Better Tomorrow*

## Internship Assignment

### **Weeks 1-2 – Job Responsibilities & Criteria for Success**

After completing this assignment, you will become aware of the goals and objectives of the internship, your job responsibilities, how to develop your personal goals, the importance of time management, and how a corporation develops a mission and vision statement.

Directions:

1. After filling out the Work & Learning Plan, you have developed a list of personal goals & objectives that you would like to accomplish during your internship. Next:
  - a. Set up a meeting time with your workplace supervisor to discuss your goals, objectives, and job responsibilities.
  - b. From that meeting, formulate a revised outline of realistic goals, objectives, and goal-related activities as well as the anticipated timeline for completion.
2. Refer to the Supervisor Assessment of Student College and Career Readiness, and review the performance factors.

Explain to your supervisor that the assessment process should be completed according to the timeline in the packet. Ask the following question and record your supervisor's response: *"What criteria will be used to evaluate my performance on the following indicators on the Supervisor Assessment Form?"*
3. Complete (have your supervisor initial it) and turn in your timesheet for each week to your supervising teacher.

### **Weeks 3-8 – Planning Ahead**

As an employee, it is important to focus on priorities, goals, and objectives as well as planning ahead. This knowledge will positively impact your work environment and relationships with co-workers, as well as supervisors.

Directions:

1. Begin taking/collecting photos for your presentation project due during week 18.
2. Make a list of your priorities for each week to be turned in with your time sheets.
3. Write or attach a document identifying the history and mission/vision of the company.
4. Complete (have your supervisor initial it) and turn in your timesheet for each week to your supervising teacher.

### **Weeks 9-15 – Reflections**

Reflection allows an employee to consider the work he/she has provided to an organization and to better understand his/her role within the organization. Having the time to reflect also gives you the opportunity for personal growth when you can look within and see the skills that you have acquired through this internship.

Directions:

1. You are now half way through this process: Review the goals you expected to achieve during your internship with your supervisors, discuss the goals you accomplished and explain why you



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feel achievement occurred. If your goals were not achieved, clarify why you feel they were not reached.

2. Complete the self-evaluation form and submit it to your supervising teacher – Due Week 12
3. Complete (have your supervisor initial it) and turn in your timesheet for each week to your supervising teacher.

## **Week 16-17 Assessments**

During the internship, you have encountered performance skills necessary for workers to function effectively in high performance organizations that are able to compete in a global economy. These skills include: problem-solving, reasoning, critical thinking, working in teams, allocation of resources, interrelationships and systems, and the uses of information and technology.

Directions:

1. Review with your supervisor the Supervisor Assessment of Student College and Career Readiness. Ask him/her to talk to you about your performance during the internship and complete the assessment.
2. Complete (have your supervisor initial it) and turn in your timesheet for each week to your supervising teacher.

## **Week 18 – Technology**

There are many benefits for using technology in the workplace. Technology can improve the up-to-date information and communication resources, increase work performance, and provide a link to needed resources.

Directions:

1. Create a digital presentation about your Internship experience to show to classmates. Your supervisor may wish you to show it on the final day of your internship.
  - a. Criteria:
    - i. 15 slide minimum including title and concluding section
    - ii. Photos of your office, company, workplace supervisor or co-workers and company logo.
    - iii. Content: history of company, organizational chart, duties and responsibilities, recommendations for future interns
  - b. Submit electronically to your supervising teacher by the end of the week.
  - c. Make arrangements with teacher to present to the MEC.
2. Complete (have your supervisor initial it) and turn in your timesheet for each week to your supervising teacher.

*Alternate Project:*

1. Create a presentation for use at the workplace following criteria established by your supervisor.
2. Ask supervisor for written permission to present to class.